

**Legal Services Corporation
Request for Proposals**

FREQUENTLY ASKED QUESTIONS

- Q1.** Where does an applicant get assistance in preparing the grant application?
- A.** Assistance to applicants preparing competitive grant applications is available from the following sources:
- a. LSC Evaluation Guidelines at: www.ain.lsc.gov
 - b. LSC Performance Criteria – see Appendix C – RFP
 - c. Guidance on Responding to the RFP – see Appendix K – RFP
 - d. Responses to Frequently Asked Questions – see Appendix F - RFP
 - e. LSC Service Desk - competition@lsc.gov
 - f. LSC Applicant Information Session – see Appendix H – RFP
 - g. LSC Legal Resource Initiative at: www.lri.lsc.gov
 - h. Applicant Information Network at: www.ain.lsc.gov
- Q2.** Does LSC accept hard copies of grant proposal documents?
- A.** No. LSC no longer accepts hard copies of any grant proposal documents. Please refer to the RFP Narrative Instruction for a listing of all documents to be submitted and the submission format.
- Q3.** Can an applicant compete for a portion of a service area or for less than the full amount of estimated grant funds available for a service area?
- A.** An applicant must compete for the full service area and the full amount of estimated grant funds available for the service area. Where Applicants plan to provide less than the full range of legal services to clients in a service area -- e.g., services limited to representation in a single area of the law such as housing, divorces, or bankruptcy, or proposals limited to a particular type of representation such as advice, referral and brief service – the grant application will not be accepted, unless the applicant demonstrates to LSC's satisfaction, that it is or will be, part of a delivery system that ensures the availability of a full range of legal assistance in that service area. The grant application in its totality must meet this threshold requirement to be considered qualified.

- Q4.** What are the proposal requirements for an applicant competing for more than one service area?
- A.** Applicants are required to provide separate narrative supplements when competing for more than one service area. Applicants are also required to submit discrete budget and revenue data for each service area applied for. Applicants are encouraged to refer to the RFP Narrative Instruction for details on application submission requirements.
- Q5.** Does LSC require that the full governing/policy body of an applicant approve the submission of the grant proposal to LSC?
- A.** No. The Corporation requires that the executive director (or functional equivalent) and the governing/policy body Chair certify, on Form I, that a copy of the proposal submitted in response to the Request for Proposals has been made available to each member of its governing/policy body.
- Q6.** What documents must be submitted using the LSC Applicant Information Network?
- A.** Refer to the RFP Narrative Instructions for a listing of all documents to be electronically submitted using LSC's Internet Applicant Information Network.
- Q7.** I want to review all components of the RFP. How do I get a copy?
- A.** The RFP is in three sections. Section-1 is the RFP Narrative Instruction. It contains general information and the instructions for preparing the proposal narrative. Section-2 contains the RFP Forms and Instructions. Section-3 contains the Appendices, which are resource materials.
- Applicants are requested to access each section of the RFP from the LSC web site at www.ain.lsc.gov. Once at the site click on bulletin board. Contact LSC by E-mail at competition@lsc.gov, if you have questions about accessing the RFP from the LSC web site.
- Q8.** My office cannot access to the LSC Applicant Information Network. Is a printed copy available?
- A.** LSC will provide a printed copy of the RFP if the RFP cannot be electronically accessed. Applicants must, however, electronically file all grant application forms. Contact the competition service desk at competition@lsc.gov to request a printed copy of the RFP, or for assistance in accessing the RFP from www.ain.lsc.gov.

Q9. What is the sequence for preparing and submitting grant application documents to LSC?

A. There are two documents that follow a particular sequence. Form H, which is the Notice of Intent to Compete, must be prepared and submitted to LSC first and is a requirement before beginning the other application forms. Form B, the Grant Application Checklist, is prepared automatically as the other electronic documents are completed. As a result, it is the last document completed. The other documents, which comprise the grant application, may be completed in any order.

Q10. I am applying for three service areas in a state. Two service areas are basic field-general, and the third is basic field-Native American. Using this as an example, what is the maximum number of pages for the proposal narrative?

A. For this example, the maximum number of pages is 70. A narrative, not to exceed 40 double-spaced pages, is required for the service area receiving the largest LSC grant, and a 15 page double-spaced separate narrative supplement is required for each of the other service areas receiving the smaller LSC grants. [Click here](#) for the RFP Narrative Instruction for further details.

Again, using the example above, how should the proposal narrative for each of these service areas be presented?

A. The narrative and the separate narrative supplement must respond to all applicable topics in the RFP, and each must be formatted according to the Proposal Narrative Outline included in the RFP Narrative Instruction as Attachment - I.

Applicants are required to also follow the highlighted instructions enclosed in boxes at the beginning of each RFP topic in the RFP Narrative Instructions. Failure to do so will result in the application being returned.

Note: For each RFP topic that applicant activities and services are the same for the larger service area grant and the smaller service area grant, the applicant should state in the narrative supplement that: “Applicant services and activities are the same for basic field-general (i.e., the larger service area grant) and basic field-Native American service delivery (i.e., the smaller service area grant).”

For instance, when responding to: **"the Process Used to Identify the Most Critical Legal Needs of Eligible Clients in the Service Areas,"** the applicant should describe a thorough and reasoned needs assessment process in the proposal narrative for the basic field-general service area. In the separate narrative supplement for the basic field-Native American

component, the applicant should specifically address the needs assessment process for its basic field-Native American service area. If there are no differences between basic field-general and the basic field-Native American components, the applicant should state in the narrative supplement that: “Applicant services and activities are the same for basic field-general and basic field-Native American service delivery.”

Q11. What is a McCollum Attorney?

- A.** A McCollum Attorney is an attorney member of a Board appointed by the governing body of a State, county or municipal bar association which represents a majority of attorneys in a recipient’s service area -- or which is one of two or more such bar associations which collectively represent a majority of attorneys in the service area.